

Celebrating Our Journey of Learning

School Hours 8:15 - 2:45

Students may not arrive earlier than 7:55 am, as we have no supervision for them until that time.

Morning Arrival Procedures - There will be staff members available outside and inside the main entryway to greet and direct students into the building. The cafeteria is open at 7:55 to begin serving breakfast until the opening bell at 8:15.

Parents who drop off children in the morning should proceed to the designated **DROP OFF LOOP**, and staff will monitor the unloading of all children. If you escort your child into the building, you will need to park in the lot, but spaces are very limited. We do ask that you do not interrupt teachers with morning visits, as this is a busy time and their primary responsibility is the care, supervision, and instruction of their students.

Afternoon Dismissal Procedures - At

2:45, a bell will sound indicating the official end to the school day for students. Students will be dismissed in an orderly manner as follows:

Students who are being picked up are called first to report to the pick-up hallway. If you are picking up your child, please park in the lot closest to the playscape area. Enter the building through the door closest to the parking lot. Board of Education Policy requires all students be signed out by an adult (see student handbook for details) prior to being released from the building.

Students are not dismissed before 2:45 for any reason other than an emergency. If you are requesting your child to be picked up, a note must be provided with your child in the morning.

If this is a routine pickup, one note will be sufficient. However, all other situations require a **WRITTEN NOTE**. Please do not telephone the office during the school day requesting pickup unless it is an unanticipated change in schedule or emergency. Contacting teachers during the school day to notify them of last-minute changes impacts our classroom programs.

Bus dismissal is done in an orderly fashion with students called by bus number. The main entrance area is for bus dismissal only. We load two to three busses at a time. Parking is not allowed in the loop, as this is for handicapped busses and emergency vehicles only. Requests for alternate bussing must be made 48 hours in advance and in writing from the parent or legal guardian. Such requests are subject to administrative approval. Please note our busses are often full and we may not be able to accommodate some requests. All routes are carefully planned and transfers are increasingly difficult to honor. Only mandatory transfers will be permitted and are requested via the school office. Please do not telephone the office during the school day requesting a bus change unless it is an unanticipated change in schedule or emergency.

Absences and Tardiness

If your child is absent, please call the nurse directly at **860.684.3873**.

We request that you leave a voicemail if the nurse is not available. Once your child returns to school from an absence, a written note must be submitted to the teacher and then is forwarded to the nurse.

Students who arrive after the 8:15 bell are considered tardy. Please bring your child to the main office to receive a tardy pass. **It is imperative that a parent or adult accompany the student to the main office, in order to sign the student into school.**

Lunch and Recess

All students have a fifty minute period reserved for lunch and recess. There are four lunch/recess periods, each designated by grade. Students have ample time to eat while good manners, behavior, and proper etiquette are stressed. Recess is for free play; however, we will encourage children to be involved in age appropriate activities. During inclement weather, students do not go outside; however, teachers offer free time in the classroom for socialization and relaxation from the normal routine.

